

[Close Window](#)**COLUMBIA UNIVERSITY**
IN THE CITY OF NEW YORK

is an equal opportunity / affirmative action employer.

Application for Employment

Columbia University does not discriminate against employees or applicants for employment on the basis of race, color, sex, gender, religion, creed, national and ethnic origin, age, citizenship, status as a perceived or actual victim of domestic violence, disability, marital status, sexual orientation, status as a Vietnam era or disabled veteran, or other legally protected status.

Requisition Number: 075870	Job Title: Director, The President's House
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Personal Information

Last Name: Benzinger	First Name: Kristin	Middle Name: Lee	Email: kristin.benzinger@gmail.com
Address (Line 1): 22 Briar Hill Dr.		Address (Line 2):	City: Yonkers
		State: NY	Zip Code: 10710
Contact Phone: 203-893-5043	Work Phone:	International Contact Information:	
Are you authorized to work in the United States? Yes		Did you graduate from high school or receive your GED? Yes	
Are you currently a regular Columbia University employee? No		If you are employed at Columbia University but are not currently a regular employee at Columbia University, what category of employee are you currently? NA	
If you do not work at Columbia University currently, have you been employed by Columbia University previously? No		If no, enter NA, otherwise indicate when, what department, and your reason for leaving? NA	
Is any member of your family currently employed by Columbia University? No		If yes, please list name and relationship:	
Have you ever been convicted of a crime? No		If yes, please give the date and describe the nature and circumstances of the crime:	
Do you authorize Columbia University to secure references on your performance and ability from your present employer? No		Do you authorize Columbia University to secure references on your performance and ability from your former employer? No	
How did you hear about us?			
Advertisement for a specific job opening (name of publication/site) Columbia Employment Information Center (Broadway and 125th Street)		Internet site (name of site) X Other (please specify) The Duncan Group	
From a Columbia University Employee (name)		Katrina Job Site	

Education

Name of High School: Lakeland Regional High School	Address: 205 Conklintown Rd, Wanaque, NJ 07465
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Name of School:	Major (if applicable):	Did you graduate?	Dates Attended:	Degree (if applicable) or number of college credits earned:
Schiller International University Heidelberg, Germany	International Business Administration	Yes	From: 09-2002 To: 12-2005	Bachelor of International Business Administration
		No Response	From:	

		To:	
		No Response	From: To:

Work Experience

Employer Name: Morgan Joseph Triartisan New York, NY	Your Position Title: Executive Assistant	Dates Employed: From: 01-2007 To: 03-2013	Ending Salary:
Supervisor Name: John A. Morgan	Supervisor Title: Chairman	Reason for Leaving: After 6 years it was time for a new challenge.	
Your Responsibilities: Calendar Management Client Correspondence Relationship Management Operations Support Liaise with Board Members, clients and outside contractors Oversee installation of databases, accounting software, and filing systems. Property Management Yacht Construction & Management Financial Records Project Management Event Planning Tech Support			

Employer Name: Lukoil Pan Americas LLC New York, NY	Your Position Title: Executive Assistant	Dates Employed: From: 05-2013 To:	Ending Salary:
Supervisor Name: Simon Fenner	Supervisor Title: Managing Director	Reason for Leaving: Due to management changes and an uncertain political climate and sanctions against Russia I am proactively seeking a new opportunity.	
Your Responsibilities: Calendar Management Client Correspondence Relationship Management Operations Support Liaise with Headquarters in Geneva Oversee installation of databases and filing systems Financial Records Account reconciliation Project Management Event Planning Tech Support			

Employer Name:	Your Position Title:	Dates Employed: From: To:	Ending Salary:
Supervisor Name:	Supervisor Title:	Reason for Leaving:	
Your Responsibilities:			

Employer Name:	Your Position Title:	Dates Employed: From: To:	Ending Salary:
Supervisor Name:	Supervisor Title:	Reason for Leaving:	

Your Responsibilities:

Other Information

Availability (please check all that apply): <input checked="" type="checkbox"/> Days Third Shift <input checked="" type="checkbox"/> Nights Flex/Academic Year <input checked="" type="checkbox"/> Weekend Work Rotating Shifts Part-time		Office Skills (please check all that apply): <input checked="" type="checkbox"/> Accounting Grant Writing <input checked="" type="checkbox"/> Billing-Accounts Payable <input checked="" type="checkbox"/> Scheduling <input checked="" type="checkbox"/> Billing-Accounts Receivable <input checked="" type="checkbox"/> Transcription <input checked="" type="checkbox"/> Editing <input checked="" type="checkbox"/> Typing	
Computer Skills (please check all that apply): <input checked="" type="checkbox"/> Adobe Photoshop <input checked="" type="checkbox"/> Microsoft Powerpoint <input checked="" type="checkbox"/> Desktop Publisher <input checked="" type="checkbox"/> Microsoft Word Statistical Programs (SAS, SPSS) <input checked="" type="checkbox"/> Microsoft Access <input checked="" type="checkbox"/> System Administration <input checked="" type="checkbox"/> Microsoft Excel Web Programming <input checked="" type="checkbox"/> Microsoft Outlook Web Design		Research Disciplines In Which You Have Previous Experience (please check all that apply): Biochemistry Neurosciences Anesthesiology Regulatory Affairs Microbiology Surgical Technology Molecular Biology	
Internal Columbia Skills (please check all that apply): Payroll Financial Student Services		Other Skills (please check all that apply): <input checked="" type="checkbox"/> Bilingual/Interpretation <input checked="" type="checkbox"/> Food Service Carpentry <input checked="" type="checkbox"/> Housekeeping <input checked="" type="checkbox"/> Driver's License <input checked="" type="checkbox"/> General Mechanical	

Please indicate any other experience, interests, or talents that will assist us in helping you gain employment with Columbia University:
I seek to strike a balance between a friendly, helpful coordinator to the team and no nonsense administrative powerhouse. I am passionate about all things people-related and would like to find more efficient, out-of-the-box, impressive ways of improving current processes. I am graphic design and video editing savvy, and I hope to be your next creative strategic right-hand person.

Supplemental Questions

Have you been laid off from Columbia University within the past twelve months?

No

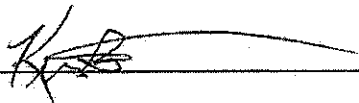
If you were laid off, please enter the date of layoff:

Certain positions may require that the finalist(s) undergo a background check, which may include a criminal conviction check, Social Security number verification, education and employment history verification, an employment reference check, consumer credit check and testing for current illegal drug use.

Agreement

I certify that all information I have given, including on the master application and in any attachments, is true and correct to the best of my knowledge. I understand that misrepresentation and/or withholding of information may be considered just cause for discharge and / or being removed from consideration for a position.

BY SIGNING BELOW, I certify that I have read and agree with these statements.

Kristin Lee Benzinger

Applicant's Signature

Date

2/16/15

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